Vendor 1099 Setup

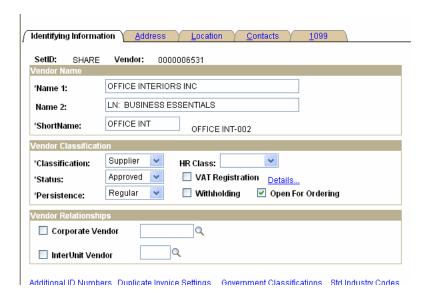
Understanding how vendors are set up for 1099 reporting aids financial users in using them correctly in voucher payments.

NAME SETUP

Definitions:

- Legal Name the name used on the taxpayer's tax return.
- AKA Also known as
- DBA Doing business as.

If a vendor supplies a DBA, that name is entered in 'Name 1' and the legal name (LN) is keyed into 'Name 2'. The system allows a search on 'Name 1' but not on 'Name 2'. A query has been developed to search on this field NDS_VNDR_ALT_NAME



Name 1 is

- Used in PO and AP to search for a vendor along with 'short name'.
- Prints on the checks, remittances, and 1099s.

Name 2 -

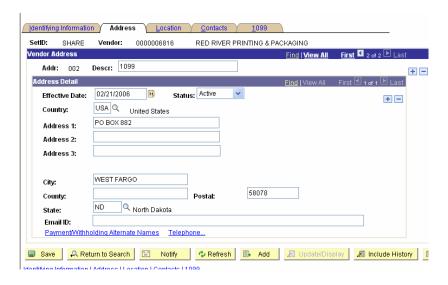
this information appears in AP as reference information

ADDRESS SETUP

Separate addresses are being created for reportable vendors with the title of 1099 so that we can set up the legal name for reporting purposes.



By clicking on the "Payment/Withholding Alternate Names" link on this page, you will be able view the legal name that will print on the 1099.



The information in this link will look like this:

Reminder: The information entered in Name 1 here will override the Information tab on the voucher and 1099.



Name 2 does not print on the check, but it does print on the 1099.

Setting up the separate address allows the DBA to print on the checks, but the legal name will print on the 1099.

LOCATION SETUP

Certain reportable vendors need two locations: one as reportable and another one as non-reportable. That is because they are reportable vendors, but some of what they supply is not reportable (e.g., Dakota Awards, Prairie Rose Data, Dell, etc.)

Locations are used for numerous projects for different agencies

- Interfaces (i.e., DHSCONT001; 622345; CARS000; BIDS, etc.)
- Types of ACH payments (CDBG, NDSU ACH, etc.)
- Types of payments made by certain agencies (Service001; Premiums; Grants, etc.)
- 1099 payments other than 1099 Misc. (1099S; 1099G)

Examples of vendors who are not reportable are:

- non-profit organizations,
- cooperatives
- government agencies (fed, state, county, city, etc.)

A vendor's business type is determined by the documentation received from the vendor by the Vendor Registry.

This handout is posted to the State Procurement Office website: http://www.nd.gov/spo/connectnd/manual/